



CITY OF SAN MATEO

City Hall
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Agenda Report

Agenda Number: 21

Section Name: {{section.name}}

File ID: {{item.tracking_number}}

TO: City Council
FROM: Drew Corbett, City Manager
PREPARED BY: Library Department
MEETING DATE: August 16, 2021

SUBJECT:
Library Materials – Agreement

RECOMMENDATION:

Approve an agreement with Baker & Taylor to be the primary vendor to provide library materials including books, audiobooks, DVDs, CDs and customized collection development services in the amount of \$500,000 over a 3-year term with conditions to extend another additional 3 years, and authorize the City Manager to execute the agreement in substantially the form presented.

BACKGROUND:

A RFQ process was conducted in 2015 for a primary library materials vendor. Vendor proposals were assessed and ranked on the following elements: customer support, range of inventory, collection development services, processing and cataloging services, pricing, and fulfillment rates. Pricing was very similar among respondents. Baker & Taylor received the highest ranking among the competing vendors. The original contract was for a term of three years, with an option to extend for up to three additional years. Due to responsive and reliable performance by the vendor, the Library requested to exercise the option for a three-year extension and the contract was extended to June 30, 2021 and was approved by Council on July 16, 2018. This agreement expired on June 30, 2021, and the Library seeks approval to renew it under the same terms and conditions for a period of three years with the option to extend it for up to three additional years. Baker & Taylor continues to be the most qualified vendor for Library services.

BUDGET IMPACT:

This agreement will generate a blanket purchase order with an upper limit of \$500,000, and funds have been planned and allocated into the Library's budget for these purchases.

ENVIRONMENTAL DETERMINATION:

This agreement is not a project subject to CEQA, because it is a government fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment. (CEQA Guidelines Section 15378(b)(4).)

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Att 1 - Agreement

STAFF CONTACT

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